



Juneau County

How Do I Guide

System Practices

Job Function	County Information
Intake	<ul style="list-style-type: none"> When populating the Person Search window, if the person's name is not known, the worker should enter "Unknown" as the First Name and Last Name. The Information and Referral function will not be used.
Court/Out of Home Placement	<ul style="list-style-type: none"> The CPS Placement Request function will not be used.
Case Maintenance	<ul style="list-style-type: none"> The In Home Services function will not be used. If a social worker takes a call and logs a case note for another worker, the worker will notify the primary worker about the case note using email or an alternate method.
Provider Management	<ul style="list-style-type: none"> The Recruitment Event function will be used to track all calls for foster parent information. Names will be removed from the recruitment event once sufficient information has been returned to the agency by the parent. Once received, the county will complete the home inquiry window. The Home Inquiry will only be created for foster home referrals that will be screened in.
Templates	<ul style="list-style-type: none"> When completing work within WiSACWIS access templates prior to approval. Once work is approved, templates that have not been previously accessed for that work cannot be opened.

Keyboard Shortcuts

Copy Text	In the source text box, highlight the text using your mouse and right-click. Select Copy. You may also copy text from word processing documents to WiSACWIS using these steps.
Paste Text	In the destination text box, place your cursor in the box by single clicking. Then, right-click and select Paste. You may also copy text from WiSACWIS into word processing documents using these steps.
Refresh the Desktop	Instead of selecting View > Refresh, hold down the Shift and F5 keys on the keyboard.
Print Screen	Instead of selecting File > Print Screen, hold down the Ctrl and P keys on the keyboard
Exit WiSACWIS	Instead of selecting File > Exit, hold down the Alt and F4 keys on the keyboard.
Create Case Work	Instead of selecting Create > Case Work, hold down the Ctrl and S keys on the keyboard.
Create Provider Work	Instead of selecting Create > Provider Work, hold down the Ctrl and R keys on the keyboard.
Spell Check	Instead of selecting Help > Spell Check, hold down the Ctrl and L keys on the keyboard
Move to next field	Place your cursor in a field on the window. Select the Tab key. This will place your cursor in the next field.
Move to previous field	Hold down the Shift key and select the Tab key. This will place your cursor in the previous field.
Select a check box	Select the Tab key to navigate to the correct check box, then select the space bar to check the desired value. Select the Tab key to move to the next field.
Select a radio button	Use the Tab key to navigate to the correct group box, then use the up and down arrow keys to select the desired value. Select the Tab key to move to the next field.
Selecting values from dropdowns	To highlight a value from a long drop down list, select the first letter of your desired value. You will move to the first value beginning that letter. If the desired value is further down in the list, select the letter on the keyboard again. Repeat until you have highlighted your desired value.
Move between active windows in WiSACWIS.	Hold down the Ctrl key and hit the Tab key. This will activate the next open window. To cycle through all open windows, continue hitting the Tab key.
Switch from WiSACWIS to other application	Hold down the Alt and Tab keys. You will have a menu of open windows from which to choose. Holding the Alt key, keep selecting the Tab key until you have selecting the window you wish to display.

Ticklers...

Tickler Name	How is it created?	How is it removed?	When does it display on my Ticklers tab?
Assessment Due	When the Protective Services Report is linked to an existing case or used to create a case.	When the supervisor approves the assessment.	The Assessment is due 60 days from the date the PS Report is screened in by the supervisor. This tickler will display on the worker's Tickler tab 14 days before the Date Due.
Case Progress Evaluation	The Case Progress Evaluation tickler is created when the supervisor approves the Case Plan. However dates are set based on the first specific goal entered into the Case Plan.	The tickler is reset, if any specific goals are open, when a Case Progress Evaluation has been completed and has received supervisory approval. The tickler is deleted when the case is closed or transferred to the adoption unit.	The Case Progress Evaluation is due 180 days from the date the first Specific Goal was entered for any case participant on the Case Plan. This tickler will display on the worker's Tickler tab 21 days before the Date Due.
Court Report Due	When a date is entered into the Report Due field on the Legal Status window and the verified checkbox is checked.	When a date is entered in the Report Submitted field on the Legal Status window.	The Court Report is due based on the date entered in the Report Due Date field in the Legal Status window. This tickler will display on the worker's Tickler tab 30 days before the Date Due.
Home License About To Expire	When a home provider license is created.	When the status of the license is changed to Renewed, Revoked, Closed or Expired.	The Home Provider License expiration date is based on the date entered in the Effective To Date on the Home Provider License window. This tickler will display on the worker's Tickler tab 65 days before the expiration date.



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Ticklers

Tickler Name	How is it created?	How is it removed?	When does it display on my Ticklers tab?
Permanency Plan Due	When an Out of Home Placement is created, a date is entered in the 'Date removed from his or her home' field, and the placement is approved.	This tickler can be deleted: when a permanency plan has received supervisory approval; the Out of Home Placement is ended and the 'Discharge Reason' field completed; or the Out of Home Placement is ended with reason 'Placement made in error.'	The Permanency Plan is due 60 days from the child's initial placement date. This tickler will display on the worker's Tickler tab 14 days before the Date Due.
Permanency Plan Review	When an Out of Home Placement is created, a date is entered in the 'Date removed from his or her home' field, and the placement is approved.	<p>When an Administrative Review Meeting is scheduled and the Meeting Completed checkbox is checked, the tickler is reset for one year from the date of the Administrative Review meeting. When a Legal Status with a legal action of 'Permanency Plan Review (6 months)', and Hearing Date is entered, and the verified checkbox is checked, the tickler is reset for one year from the Hearing Date. When a Legal Status with a legal action of 'Permanency Plan Hearing (annual)', a Hearing date is entered, and the verified checkbox is checked, the tickler is reset to the earliest of three dates. Either one year from the Date of the Administrative Review meeting completed; one year from the date entered into the Hearing Date field on the Legal Status window with the action value of Permanency Plan Review (6 months); or six months from the date entered into the "Hearing Date" field on the Legal Status window where the Legal Action is 'Permanency Plan Hearing (annual)' and the verified checkbox is checked.</p> <p>The original tickler is deleted, and NO new tickler is created when: the Out of Home Placement is ended the 'Discharge Reason' field is completed; or the Out of Home Placement is ended with reason: 'Placement made in error.'</p>	The Permanency Plan Review is due 6 months from the date the Out of Home Placement with a date entered in the 'Date removed from his or her home' field is approved. This tickler will display on the worker's Tickler tab 45 days before the Date Due.
Permanency Plan Hearing	When an Out of Home Placement is created, a date is entered in the 'Date removed from his or her home' field, and the placement is approved.	<p>When an Administrative Review Meeting is scheduled, and the Meeting Completed checkbox is checked; or a Legal Status with a legal action of 'Permanency Plan Review (6 months)', and Hearing Date is entered, and the verified checkbox is checked, the tickler will be reset to the earliest of three dates. Either six months from Administrative Review meeting date; or six months from Hearing date on the Legal Status; or one year from the 'Date removed from his or her home' field on the Out of Home Placement for the first tickler created. When a Legal Status with a legal action of 'Permanency Plan Hearing (annual)' is entered, a Hearing date is entered, and the verified checkbox is checked, the tickler is reset for one year from the date entered in the Hearing Date field.</p> <p>The original tickler is deleted, and NO new tickler is created when: the Out of Home Placement is ended and the 'Discharge Reason' field is completed; or the Out of Home Placement is ended with reason: 'Placement made in error.'</p>	The Permanency Plan Hearing is due 1 year from the date the Out of Home Placement with a date entered in the 'Date removed from his or her home' field is approved. This tickler will display on the worker's Tickler tab 60 days before the Date Due.

